

## **GILRUTH CENTER CODE OF CONDUCT**

The Gilruth Center facility is a multi-use recreation and conference facility and is used for a wide variety of services, programs, and events which enhance the morale and welfare of all JSC civil service and contractor employees, authorized visitors, as well as the local community.

The Gilruth Center is officially part of the NASA - Johnson Space Center. The Gilruth Center is located on federal property and is considered a federal facility. All rules, regulations and policies of a federal facility apply to the Gilruth Center facility, indoor and outdoor.

In addition, the following Code of Conduct sets forth expectations for all participants and visitors who use the facility for any purpose.

### **CODE OF CONDUCT**

Participants and visitors must adhere to the following:

- Act with courtesy and professionalism at all times
- Comply with requests and direction from staff, officials, instructors, and facilitators who are acting in the performance of their duties
- Comply with any rules and guidance set forth for the particular program, event or class
- Proper attire is required in the facility; shirts and shoes are required at all times outside the locker rooms

Participants and visitors must refrain from:

- Aggressive behavior in any form, including physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or conduct which threatens or endangers the health or safety of any person
- Rude or argumentative behavior with staff, officials, and instructors or other participants or visitors
- Disrupting or obstructing any program, event or class
- Lewd, obscene or indecent conduct or expression, including profanity, or offensive remarks.
- Any action which constitutes an attempt to inflict, or the actual infliction of, or injury to other participants and/or staff
- Willful damage or destruction to the facility or property
- Forgery or sharing membership cards for access to the facility or access to programs, services or classes
- Unauthorized entry to areas such as: staff offices or staff workspaces; gender opposite locker rooms; maintenance, equipment or storage rooms
- Unauthorized use of facility computers or unauthorized adjusting of audio visual equipment
- Photography and video taping of participants or visitors without prior approval of participants being photographed or taped and without prior approval from an authorized staff member
- Unauthorized commercial activity – no person is allowed to post, advertise, instruct in private lessons or solicit individuals in the facility for personal services or for personal businesses that is not directly affiliated and approved through Starport

All participants and visitors are required to report any violation of this Code of Conduct to a staff member immediately. As needed, JSC Security may be called at any time to help enforce this Code of Conduct.

### **ENFORCEMENT**

The above Code of Conduct will be enforced by the staff, officials, instructors and facilitators whose authority shall prevail in the immediate situation.

If a violation occurs with a civil service employee, the immediate supervisor of the employee will be notified. If a violation occurs with a contractor employee, the contractor's human resources office will be notified.

The following actions may be taken for violations of the Code of Conduct:

- Violations of the code that do not constitute an immediate and apparent threat to the safety of others or their property will result in all or some of the following actions, including, but not limited to:
  - Verbal warning
  - A suspension of certain and/or all privileges for a specified period of time
  - A permanent suspension
- Violations of the code that are deemed to constitute an immediate or implied threat to the safety of others, or their property and/or the safety of the facility or facility property may result in the following actions, including, but not limited to:
  - A one to six month suspension
  - A six to twelve month suspension
  - A permanent suspension

The Manager, Starport/Exchange Operations and the Chair, JSC Exchange Council ultimately determines the final outcome for failure to comply with the Code of Conduct.

No refunds will be given for loss of privileges due to a final determination that a violation of the Code of Conduct occurred.

**Any acts that are considered violations of the JSC Workplace Violence Policy shall be referred to JSC Center management for appropriate action.**